

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: INFORMATION SECURITY		CHECKLIST EFF DATE: 1 May 2002	PAGE 1 OF 5	
INSPECTION OFFICE/AGENCY G2		INSPECTOR'S NAME & PHONE NUMBER		
ITEM		GO	NG	NA
<p>TASK: Administer the unit Information Security Program in accordance with all applicable regulations and policy guidance.</p> <p>CONDITIONS: Given responsibility for the unit Information Security Program, and ready access to the references listed below</p> <p>STANDARD: AR 380-5, UR SUPL 1 to AR 380-15, DoD5200.1-PH, AR 380-53, UR 380-53 and Information Checklist.</p>				
<p>1. Do unit security manager maintain the current edition of applicable regulations? (See references above).</p> <p>2. Has the security manager in the rank of SFC or above been appointed in writing and does he/she have direct access to the appointing authority? (UR 380-5, para 1-6e).</p> <p>3. Has the security manager conducted documented compliance inspection at least annually and are records of inspection maintained? (UR SUPL 1 to AR 380-5, para 1-24).</p> <p>4. Has a document custodian and alternate been appointed in writing ? (AR 380-5, para 6-9 and UR SUPL 1 to AR 380-5).</p> <p>5. Is classified information stored only in approved security containers? (UR SUPL 1 to AR 380-5, para 7-3).</p> <p>6. Are field safes or one drawer security containers fixed to solid permanent fixture or guarded when used to store classified information? (AR 380-5, para 7-4 and UR SUPL 1 to AR 380-5, para 7-4b).</p> <p>7. Are all administrative requirements met for security containers?</p> <p style="padding-left: 20px;">a. SF 702, an external identification number or symbol, and open/close indicator are externally mounted? (AR 380-5, para 7-8a and UR SUPL 1 to AR 380-5, para 7-8g).</p> <p style="padding-left: 20px;">b. Is SF 700 part 1 posted on the inside of the locking drawer or door of each container containing classified information? (AR 380-5, para 7-8c).</p> <p style="padding-left: 20px;">c. Are combinations changed at least annually for collateral information and at least every six months for NATO information? (AR 380-5, para 7-8b).</p>				

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<p>d. Is SF 700 part 2 and 2a, used to record the combination to a security container and properly marked with the classification and any special access requirements? (AR 380-5, para 7-8c).</p> <p>8. Are security container combinations set to standard storage combinations when not in use? (AR 380-5, para 7-8b)</p> <p>9. Are emergency plans posted conspicuously in an open storage area, or filed as the first document in the locking drawer of a security container, and rehearsed once a year? (UR SUPL 1 to AR 380-5, para 6-12 and 7-8g).</p> <p>10. Are personnel listed on SF 700 knowledgeable of the emergency evacuation/destruction requirements for the container? (UR SUPL 1 to 380-5, para 6-12c).</p> <p>11. Do personnel designated to approve the reproduction of classified material review the need for reproduction before the material is reproduced, and records maintained for approval of reproduction? (AR 380-5, para 6-25).</p> <p>12. Is specific reproduction equipment designated for the reproduction of classified material, and are rules for reproduction of classified material posted on or near the equipment? (AR 380-5, para 6-25c).</p> <p>13. Are notices prohibiting the reproduction of classified material posted on equipment used only for the reproduction of unclassified documents? (AR 380-5, para 6-25c).</p> <p>14. Are procedures established controlling removal of classified material from the facility? (AR 380-5, para 7-6c).</p> <p>15. Have officials authorized to approved reproduction of classified information been appointed in writing? (AR 380-5, para 6-25).</p> <p>16. Are areas and facilities used for open storage of classified information up to the level of SECRET approved by an O6 or higher? (UR 380-5, para 7-4h).</p> <p>17. Do facilities used for open storage meet structural standards? (AR 380-5, para 7-12 and UR SUPPL 1 to AR 380-5, Appendix Q).</p> <p>18. Is a copy of approval for open storage on file in the area and a copy kept by the security manager for all areas being used for open storage of classified information? (UR SUPL 1 to AR 380-5, para 7-1a).</p> <p>19. In open storage areas, are items too large to be placed in a security container covered when not in use? (UR SUPL 1 to AR 380-5, Appendix L para L-4(9c).</p>				

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20. Has an open storage approval been renewed each time there is a structural change that degrades the security integrity of the room or bi-annually, whichever occurs first? (UR SUPL 1 to AR 380-5, para 7-1)				
21. In open storage areas, are security containers being used to maximum extent possible? (UR SUPL 1 to AR 380-5, para 5-100.1).				
22. Are appropriate destruction procedures followed for each level of classified material destroyed ? (AR 380-5, para 6-28).				
23. Do properly cleared individuals sign the record of destruction for NATO SECRET and TOP SECRET materials? (AR 380-5, para 6-29(a-c).				
24. Is a receipt suspense file maintained? (UR SUPL 1 to AR 380-5, Appendix R-4c).				
25. Do personnel know proper procedures for reporting security violations and possible SAEDA incidents? (AR 380-5, para 5-202).				
26. Is SF Form 701 used to record end-of-day security checks in each area where classified material is used or stored and are annotations made daily on the form? (AR 380-5, para 6-11a and UR SUPL 1 to AR 380-5, para 5-202).				
27. Is SF Form 702 annotated each duty day whether or not the container was opened? (AR 380-5, para 6-10 (b)2 and UR SUPL 1 to AR 380-5, para 5-105c).				
28. Are repaired or damage security containers restricted thereafter to storage of no higher than SECRET? (AR 380-5, para 6-10 and UR SUPL 1 to AR 380-5, para 5-202).				
29. Are cover sheets applied to documents when removed from storage and from the document prior to being returned to storage? (AR 380-5, para 6-10a).				
30. Are field safes and one drawer containers weighing less than 500 pounds fixed to permanent fixture by an approved chain and lock when used? (UR SUPL 1 to AR 380-5, para 5-102c).				
31. Are combinations to security containers changed at least annually and when persons knowledgeable of combination departs? (AR 380-5, para 7-8(b).				
32. When loss or possible compromise of classified information occurs are appropriate investigating actions and notifications made, action taken to identify the source, and reason for the compromise and remedial action taken to ensure further compromise do not occur? (AR 380-5, para 10-1 thru 10-5 and UR SUPL 1 to AR 380-5, para 6-102b and 6-104).				

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<p>33. When a lost or compromise has occurred, is the document originator notified to conduct a review and re-evaluation of the information subject to the loss or compromise? (AR 380-5, para 10-5 (f) and UR SUPL 1 to AR 380-5, para 6-100 and 6-102b).</p> <p>34. Are personnel authorized to hand carry classified information off the installation issued courier orders/card? (AR 380-5, para 8-13 (b)).</p> <p>35. Are briefings conducted for personnel authorized to hand carry classified information and are they documented? (AR 380-5, para 8-14 (e)).</p> <p>36. Are downgrading/declassification instructions followed and have additional warning notices been applied when appropriate? (UR SUPL 1 to AR 380-5, para 1-600c2).</p> <p>37. Are transparencies and slides marked on both the image and the frame? (AR 380-5, para 4-302b and UR SUPL 1 to AR 380-5, para 4-28).</p> <p>38. Are maps, charts, and drawings marked so the classification can be seen from each bend or fold? (AR 380-5, para 4-26)</p> <p>39. Have classified video tapes and films been marked properly? (AR 380-5, para 4-29 and UR SUPL 1 to AR 380-5, para 4-302e).</p> <p>40. When classified documents have been downgraded or declassified, has the material been properly marked? (AR 380-5, para 4-26).</p> <p>41. Is classified waste, such as hand written notes, carbon paper, typewriter and printer ribbons and working papers destroyed properly when no longer needed? (AR 380-5, para 9-104).</p> <p>42. Has a security education program been established? (AR 380-5, para 6-27)</p> <p style="text-align: center;">COMMUNICATION SECURITY MONITORING</p> <p>1. Are COMSEC Monitoring Notification Forms posted on all Telecommunications systems? (AR 380-53, para 3-3a&b).</p> <p style="padding-left: 40px;">a. On telephones and/or communication Directories? (AR 380-53, para 3-3a).</p> <p style="padding-left: 40px;">b. On telephone(s) and/or Secure Telephone Units (STU-III)? (AR 380-53, para 3-3b (1) and (2)).</p> <p style="padding-left: 40px;">c. On Facsimile Devices? (DA MEMO, Subject; Authorization to conduct Telecommunications Security Monitoring, 6 Dec 94).</p>				

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<p>2. Does the unit certify its Telecommunications Security Monitoring procedures annually? (UR 380-53, para 12).</p> <p>3. Are periodic notices placed in daily bulletins or similar publications by the unit? (AR 380-53, para 3-3c(2)).</p> <p>4. Are initial briefings on COMSEC given to all unit personnel and documented? (AR 380-53, para 3-3c(2)).</p> <p>5. Does the unit have a continuing and comprehensive COMSEC Notification Program in effect? (AR 380-53, paras 2-4 and 3-3 and UR 380-53, para 12).</p>				
<p align="center">INFORMATION SYSTEM SECURITY</p> <p>1. Has an Information System Security Manager (ISSM) been appointed at the Battalion level and high and each staff office? (UR 380-19, para 3-5)</p> <p>2. Has the "Information Systems Security Briefing" been given to all users, supervisors, and managers of computer systems? (AR 380-19, para 2-15(a)).</p> <p>3. Have all automated systems been accredited for operation? (AR 380-19, chap3)</p> <p>4. Have all computer systems been designated with the appropriate sensitivity level and security processing mode? (AR 380-19, para 2-2)</p> <p>5. Do all removable information storage media and devices bear external markings clearly indicating the classification of the information contained therein? (AR 380-5, para 4-304)</p> <p>6. (AR 380-5, para 4-304; AR 380-19, para 2-19)</p> <p> a. Is magnetic media (for example, cassettes, disks) marked on the outside casing to indicate clearly the classification of information contained on the media?</p> <p> b. Is a security label placed on the Central Processing Unit (CPU) of each AIS?</p> <p> c. Are labels and protective jackets of disks containing Privacy Act Data "For Official Use Only - Privacy Act Data?"</p>				

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ITEM		GO	NG	NA
<p>TASK: Administer the unit Personnel Security Program in accordance with applicable regulations and policy guidance.</p> <p>CONDITIONS: Given responsibility for the Personnel Security Program, and ready access to the references listed below.</p> <p>STANDARD: AR 380-67, Personnel Security Program, UR Supl 1 to AR 380-67, AR 380-5, Department of Army Information Security Program W/ UR Supl 1 to AR 380-5, UR 380-15, Safeguarding Classified NATO Information, AR 381-12, Subversion and Espionage Directed Against the U.S. Army, Security Clearance Procedural Guidance</p>				
<p>1. Does the S2/Security Manager hold current editions of applicable regulations and/or directives ? (see references above) (Paras 1-100 and 11-101, AR 380-67)</p> <p>2. Are DA and USAREUR requirements met prior to granting access to classified information ? (Chapters 3, 7, and 9, AR 380-67 and DA CIR 380-93-1)</p> <p>3. Are cleared individuals debriefed upon transfer, retirement, resignation, separation, discharge, or withdrawal/revocation of their security clearance ? (Para 9-204, AR 380-67 and Paras 3-1, 4-1, and 4-2, DA Circular 380-93-1).</p> <p>4. Does the unit have a Personnel Security SOP, regulation, etc?</p> <p>5. Does the unit retain DA Form 2962 for two (2) years after execution ? (Para 9-204, AR 380-67).</p> <p>6. Is a DA Form 5247-R, Request for Security Determination, properly executed and forwarded with applicable enclosures to USACCF when required ? (Paras 7-101 and 7-102, AR 380-67)</p> <p>7. Is unfavorable/derogatory information reported to USACCF ? (Paras 2-200, 5-107, and 8-102, AR 380-67)</p> <p>8. Does the unit provide foreign travel/connections briefings and interviews ? (Paras 9-203 and 3-501 and Appendix G, AR 380-67)</p> <p>9. Does the security manager maintains a current list of sensitive civilian positions by position number, job title and sensitivity level of access required?(Para 3-102, AR 380-67).</p> <p>10. Does the unit security manager publish a quarterly Security Clearance Access Roster (SCAR) down to Battalion level controlling access to classified material ? (Para 7-104, UR Supl 1 to AR 380-67).</p>				

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ITEM		GO	NG	NA
<p>11. Are access rosters marked for Official Use Only and safeguarded accordingly ? (Para 7-104, UR Supl 1 to AR 380-67).</p> <p>12. Are individuals being briefed using USSAN Instruction 1-69, prior to being granted access to any NATO classified information ? (Para g 1b, UR 380-15).</p> <p>13. Are personnel being granted access to NATO classified information with an interim security clearance ? (Para g(1), UR 380-15).</p> <p>14. Are briefing for NATO access being recorded on DA Form 2543 ? (Para g (1)b, UR 380-15).</p> <p>15. Are debriefings for NATO access recorded on DA Form 2543 and filed for (1) year in an inactive file? (UR 380-15, Para a(4), Chap 11)</p> <p>16. Is the following information maintained in security files for personnel with access to classified information ? (USAREUR Supl 1 to AR 380-67, para 10-`06)</p> <p>a. Record of initial and refresher training.</p> <p>b. DA Form 873 (copy or statement of clearance).</p> <p>c. Standard Form (SF) 312 Classified Information Nondisclosure Agreement.</p> <p>d. AE Form 381-12A-R, SAEDA briefing.</p> <p>e. DA Form 5248-R, (if applicable) copies of derogatory information reports with attachments until security action is completed.</p> <p>17. Are investigative reports, derogatory and security determination information properly marked, stored, and controlled to preclude unauthorized access ? (USAREUR Supl 1 to AR 380-67, para 10-106)</p> <p>18. Does units retain security files for sixty (60) days after the departure of individuals ? (Para 10-106 c., UR Supl 1 to AR 380-67).</p> <p>19. Does the unit conduct recurring personnel security inspections of subordinate units/activities, and maintain records ? (Para 9-201, UR Supl 1 to AR 380-67).</p> <p>20. Are Knowledgeable absent without leave (KAWOL) reported to CINCUSAREUR, AEAGB-CI-S, within 72 hours using format at figure 6-2 ? (UR Supl 1 to AR 380-5).</p>				

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ITEM		GO	NG	NA
<p>21. Are annually SAEDA briefings being conducted ? (Para 5 (e) USAREUR AR 381-12).</p> <p>22. Does the unit have establish procedures for administering initial and subsequent security briefings and training ? (Paras 9-200 thru 9-202, AR 380-67).</p> <p>23. Does the S2/Security Manager forward the original SF 312 to: (DA Circular 380-93-1)</p> <p>a. U.S. Total Army Personnel Command, Alexandria, VA (Officers)?</p> <p>b. U.S. Army Enlisted Records and Evaluation Center, Ft. Benjamin Harrison, IN (Enlisted)</p> <p>c. Civilian Personnel Officer for placement in Official Personnel Files (Civilians)</p> <p>24. Periodic Reinvestigations (Memo, DAMI-CH, Personnel Security W/attachments</p> <p>a. Is a PR security clearance packet initiated for individuals requiring a continual need for access to Top Secret/Secret material prior to the 5/10/15 years, respectively, investigation anniversary date?</p> <p>b. Is a revised SF 86/EPSQ utilized and properly completed?</p> <p>c. Are SF's 86/EPSQ forwarded within the timeframe established ?</p> <p>25. Does the supervisor complete supervisor's portion 1879 of EPSQ for SSBI/PR? (Para 9-102, AR 380-67)</p> <p>26. Is a DA Form 5247-R, Request for Security Determination, properly executed and forwarded with applicable enclosure to U.S. Army CCF when:</p> <p>a. A final clearance is not received within 150 days (Para 7-101, AR 380-67)?</p> <p>b. New personnel arrive and their file indicates that an investigation has been initiated (Para 7-102, AR 380-67)?</p> <p>C. Individual's security clearance was granted by a different government agency (Para 7-102, AR 380-67)?</p> <p>D. There is a change/correction to the individual's personnel status/DA Form 873?</p>				

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ITEM		GO	NG	NA
<p>TASK: Ensure unit compliance with Intelligence Oversight Program requirement/restrictions</p> <p>CONDITIONS: Given intelligence oversight responsibility for the unit, and ready access to the reference listed below</p> <p>STANDARDS: AR 381-10, U.S. Army Intelligence Activities, 1 Aug 84, and Unit SOP.</p>				
<p>A. SUBORDINATE AREA: AR 381-10 POLICY BOOK</p> <p>1. Mission Critical Components</p> <p>a. Does the unit's IO Officer maintain the following?: Executive Orders 1233 and 12863, DoD Directive 5240.1 and 5148.11, DoD Reg 5240.1-R, and AR 381-10</p> <p>b. Have all S-2 personnel signed a statement of Individual Employee Reporting Responsibilities? Are all these statements filed in the Policy Book? (AR 381-10, Procedure 14, para B.1.)</p> <p>c. Have all S-2 personnel acknowledge in writing that they have read the AR 381-10? Are all statements filed? (AR 381-10, Procedure 14, para B.1)</p> <p>INDIVIDUAL NEGATIVE REPLIES TO THE FOLLOW QUESTIONS WILL NOT RENDER THIS SECTION NOT FULLY MISSION CAPABLE</p> <p>2. Mission Enhancement Component</p> <p>Does any unit personnel outside the S-2 collect, retain, or disseminate information on U.S. person? If so, have all these personnel signed Statements of Individual Reporting Responsibilities? Are all these statements filed? (AR 381-10, Procedure 14, para B.1.)</p>				
<p>B. SUBORDINATE AREA: INFORMATION COLLECTION</p> <p>1. Mission Critical Components</p> <p>a. Does the unit collect information only as necessary to meet the following requirements?</p> <p>(1) As required by lawful personnel security investigations.(AR 381-10, Procedure 2, para C)</p> <p>(2) As required to protect intelligence sources and methods. (AR 381-10, Procedure 2, para C)</p>				

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<p>b. Whenever feasible, does the unit collect information only as shown below?</p> <p>(1) Directly from the subject or with the subject'. (AR 381-10, Procedure 2,para C)</p> <p>(2) From sources available to the public'. (AR 381-10, Procedure 2, para C)</p> <p>2. Mission Enhance Components</p> <p>In cases where public sources and subject consent are either not feasible or insufficient, does the unit use the least intrusive means possible to collect information? (AR 381-10, Procedure 2, para C)</p> <p>C. SUBORDINATE AREA: INFORMATION RETENTION</p> <p>1. Mission Critical Components</p> <p>a. Does the unit retain information only as necessary to satisfy administrative, regulatory, or legal requirements? (AR 381-10, Procedure 3, para A)</p> <p>b. Is retained information reviewed periodically and destroyed when retention is no longer required? (AR 381-10, Procedure 3)</p> <p>c. Is access to retained information limited to only those personnel with a valid official reason to obtain the data? (AR 381-10, Procedure 3, para D)</p> <p>D. SUBORDINATE AREA: INFORMATION DISSEMINATION</p> <p>1. Mission Critical Components</p> <p>a. Do all assigned personnel who disseminate information on U.S. persons do so in accordance with AR 381-10? (AR 381-10, Procedure 4)</p> <p>b. Is routine dissemination restricted to only that needed to satisfy legal requirements or court orders? (AR 381-10, Procedure 4, para 4)</p> <p>c. Are administrative dissemination requirements reviewed periodically to ensure that the requirements are valid? (AR 381-10, Procedure 4, para A)</p> <p>d. Are information requests pertaining to the identities of U.S. persons honored only if they meet all the criteria shown below?</p> <p>(1) Requested by DoD employee or DoD contractor with a valid need for the information requested? (AR 381-10, Procedure 4, para B)</p> <p>(2) Essential to the performance of a legal governmental function? (AR 381-10, Procedure 4)</p>				

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<p>e. Are information requests from law enforcement agencies honored only if they meet all the criteria shown below?</p> <p>(1) Is the information part of the legitimate functions? (AR 381-10, Procedure 12, para B.1.)</p> <p>(2) Is there reason to believe that the requested information indicates violations of federal, state, and/or local laws? (AR 381-10, Procedure 12, para B.2.)</p> <p>(3) Did the actual release of the requested information conform with established Procedures? (AR 381-10, Procedure 12, para B.2.)</p>				

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<p>TASK: Implement and maintain the Group/Battalion or activity's physical security plan.</p> <p>CONDITIONS: Given the proper regulations and local policies create and evaluate the Group/Battalion or activity's physical security measures.</p> <p>STANDARD: Update 10-3, Physical Security, UR 190-13, The USAREUR Physical Security Program</p>				
<p>1. Are trained physical security personnel assigned to the physical security office (additional skill identifier H3/GS-080-0)? (AR 190-13, para 3-3)</p> <p>2. Have mission-essential or vulnerable area (MEVA's) which the physical security office is responsible for inspecting, been identified? (AR-190-13, para 2-4)</p> <p>3. Are inspections being conducted every 18months for AA&E related MEVAs and every 24 months for all other MEVAs? (AR-190-13, para 2-11)</p> <p>4. Are AA&E storage facilities re-inspected within 6 months if they fail the initial inspection? (AR-190-11, para 2-6a(4))</p> <p>5. Is there a physical-security officer who supervises the physical security program? (AR 190-13, para 1-25)</p> <p>6. Is there a functioning JAWG or physical-security council that meets regularly to discuss physical-security related issues? (AR 190-13, para 1-23c; CINCUSAREUR OPORD of Force Protection)</p> <p>7. Are physical-security personnel aware of the relationship between physical security and force-protection? (AR 190-13, para 2-5)</p> <p>8. Does the physical-security office have at least the following references on hand:</p> <p>AR 190-11 AR 190-13 AR 190-16 AR 190-51 AR 525-13 DA Pamphlet 190-51 FM 3-19-30 USAREUR Regulation 190-13</p> <p>9. Does the physical-security office have a copy of all active waivers and exceptions for facilities within their area of operation? (AR 190-11, para 2-4; AR 190-51, para 1-6)</p>				

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10. Does the physical-security office maintain a database of IDS by type, location, and status? (USAREUR Reg 190-13, para 6-13) 11. Does the physical-security office maintain a security-guard database consisting of at least number of man-year requirements for guards, type of guards (for example, CSG, BMM, MP), purpose of guards, location of guards, and number of assigned CSG guards? (USAREUR Reg 190-13, para B-15e) 12. Does the physical-security office monitor and track property crime? (AR 190-13, para 2-8) 13. .Has a training program been established for individuals responsible for the accountability of Arms, Ammunition, and Explosives (AA&E)? Para 2-10, AR 190-11.						

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ITEM				GO NG NA		
<p>1. Does the unit have a DA Form 4604-R that is not more than 5-years old in the arms room indicating the highest category of weapons/ammunition authorized for storage? (AR 190-11, pr 2-2d)</p> <p>2. If deficiencies are listed on the DA Form 4604-R, are compensatory measures being taken until the deficiencies are corrected? (AR 190-11, para 2-4)</p> <p>3. Has a request for a waiver or an exception been submitted for uncorrectable deficiencies noted on a physical-security inspection, or is one on file in the arms room? (AR 190-11, para 2-4)</p> <p>4. Is the arms-room door provided with exterior security lighting? (AR 190-11, para 4-2d)</p> <p>5. Are switches for exterior lights installed so that they are not accessible to unauthorized individuals? (AR 190-11, para 4-2d(4))</p> <p>6. Are exterior security lights covered with mesh screen or vandal-resistant lenses that will prevent their being broken? (AR 190-11, para 4-2d(5))</p> <p>7. Does the door allowing access to arms rooms containing category I and II arms meet the established criteria? (AR 190-11, app G)</p> <p>8. Are arms-room doors, other than the main entrance, secured from the inside with locking bars, dead bolts, or with approved secondary padlocks (American series 200 or 5200)? (AR AR 109-11, paras 4-2, G-1d(3))</p> <p>9. Are the door hinges the fixed-pin security-hinge type or equivalent? Are exposed hinge pins pinned, spot-welded, or otherwise secured to prevent removal? (AR 190-11, paras 4-2, G-1d(3))</p> <p>10. Are the bars or steel mesh that protects windows and openings embedded in the structures of the building or welded to a steel frame that is securely attached to the wall with the fastening inaccessible from the exterior of the arms-storage facility? (AR 190-11, para G-1e)</p> <p>11. Are high-security padlocks (S&G model 831B, NSN 5340-01-188-1560; Hi-Shear model LK 1200, NSN 5340-00-799-8248; or S&G model 833C, NSN 5340-01-217-5068) used with high-security hasps to secure the arms-room door? (AR 190-11, para 4-2e(1))</p> <p>NOTE: On a double-door system, the high-security lock and hasps will be on the most secure door. The most secure door will normally be the one meeting the specifications in item 9 above. Secondary padlocks with a hardened steel shackle (American series 200 or 5200) may be used to secure the other door.</p> <p>12. Are weapons stored in the arms room secured in standard-issue racks or locally-fabricated arms racks or metal containers that are certified by the local engineers (DEH), and is the certificate filed in the arms-room? (AR 190-11, para 4-2c(3))</p>						

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ITEM			GO	NG
<p>13. Are all weapons racks and containers secured to prevent removal of AA&E, and locked with approved secondary padlocks (American series 200 or 5200)?</p> <p>14. Are weapons racks and ammunition containers that weigh less than 500 pounds fastened to the walls or floors, or are they chained together in groups totaling more than 500 pounds? Are the chains secured with approved secondary padlock (American series 200 or 5200), and are the chains heavy duty, hardened steel, galvanized of at least 5/16-inch thickness? (AR 190-11, para 4-2c(2))</p> <p>15. Are "Restricted Area" signs posted near the entrance on the outer wall of the arms room, at eye level, in English and the HN language? (AR 190-11, para 4-4)</p> <p>16. Are signs posted on the wall near the entrance to the arms storage room, vault, or building in both English and the HN language, announcing the presence of IDS? (AR 190-11, para 4-5; USAREUR Reg 190-13, para 6-34)</p> <p style="text-align: center;">ARMS-ROOM KEY CONTROL</p> <p>1. Are primary and alternate key-and-lock custodians appointed in writing to ensure the proper custody and handing of arms-room keys and locks? (AR 190-11, para 3-8c)</p> <p>2. Does the unit have a current roster of personnel authorized to receive arms-room keys, signed by the designated unit official and protected from public view? (AR 190-11, para 3-8a)</p> <p>3. Is the access roster posted out of public view? (AR 190-11, para 3-8a)</p> <p>4. Are personnel listed on the access roster the only personnel that have access to AA&E/IDS keys? (AR 190-11, para 3-8a)</p> <p>5. If the key depository weighs less than 500 pounds, is it secured to the structure with bolts and/or chains equipped with secondary padlocks? (AR 190-11, para 3-8b(2))</p> <p>6. Are spare arms room keys stored at the next higher headquarters? (UR 190-13, para 5-6b)</p> <p>7. Are spare keys signed for on a DA Form 2062? (UR 190-13, para 5-6d)</p> <p>8. Are operational, spare and maintenance keys stored separately? (UR 190-13, para 5-6)</p> <p>9. Are AA&E keys only issued by the commander and/or the primary/alternate key custodians? (AR 190-11, para 3-8c)</p> <p>10. Is the transfer of AA&E keys between authorized personnel properly recorded on the key control register? (AR 190-11, para 3-8c)</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA: UNIT ARMS ROOM CHECKLIST (CONT)		CHECKLIST EFF DATE: 1 May 2002	PAGE 3 OF 8	
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ITEM		GO	NG	NA
<p>11. Does the SDNCO/SDO sign for a sealed and locked container or conducts a serial number when the arms room keys are left in his/her possession? (AR 190-11, para 3-8f)</p> <p>12. Have combinations been changed annually, upon change of authorized personnel who had access, or if the combination is believed to have been compromised? (AR 190-11, para 3-8g)</p> <p>13. Are inventories of keys and locks conducted twice a year, and are the results documented and retained for 1 year? The inventories may be documented on DA Form 5513-R. (AR 190-11, para 3-8a)</p> <p>14. Does the key-and-lock custodian maintain a record (DA Form 5513-R) identifying all keys and locks and combinations to locks used to secure arms-room racks, containers, security chains, and all replacement or reserve keys and locks? (AR 190-11, para 3-8c)</p> <p>15. Is a DA Form 5513-R used to ensure positive control of keys, and to establish responsibility for the custody of stored AA&E, and is the DA Form 5513-R retained for 90 days when completed? (AR 190-11, para 3-8a)</p> <p>16. Have padlocks and keys that do not have a serial number been given one? (AR 190-11, para 3-8s)</p> <p>17. Are keys providing access to category III or IV AA&E that are not in use or are not attended stored in a class 5 GSA security container or equivalent? (AR 190-11, para 3-8b(2); DOD 5100.76-M, chap 3, para H-1b)</p> <p>18. Are keys providing access to category III or IV AA&E that are not in use or attended stored in a container of at least 20-gauge steel (or equivalent strength) and equipped with approved secondary padlock (American series 200 or 5200) or a GSA-approved, built-in, 3-position, changeable combination lock? (AR 190-11, para 3-8b(2))</p> <p>19. In the event of lost, misplaced, or stolen keys, was an investigation initiated immediately? Are replacement or reserve locks, corres, and keys secured immediately to preclude access by unauthorized individuals? (AR 190-11, para 3-8b(2))</p> <p>20. Are padlocks not in use secured to the staple or hasp when the area or container is open to preclude theft, loss, or substitution of the lock? (AR 190-11, para 3-8d)</p> <p>21. Are master-key systems or multiple-key systems used? (AR 190-11, para 3-8b(3))</p> <p>NOTE: This is prohibited.</p> <p>22. Are keys to arms-room storage buildings, rooms, racks, IDS, or containers removed from the installation? (AR 190-11, para 3-8a)</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA:		CHECKLIST EFF DATE:	PAGE		
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ITEM			GO	NG	NA
<p>23. When the responsibility for arms-room keys is transferred between two authorized individuals, do both parties conduct a physical count of all arms and ammunition stored in the arms room? (AR 190-11, para 9-11a(1))</p> <p>24. Is the count in 23 above recorded on DA Form 2062 and maintained on file until the next serial-number inventory is conducted? (AR 190-11, para 9-11a(2))</p> <p style="text-align: center;">IDS</p> <p>1. Is the arms room staffed, under constant surveillance (by individuals), or have an active IDS and checked by a security patrol (SDO, SDNCO, or guard) at least once each eight hours? (AR 190-11, para 4-2s(3))</p> <p>2. In the event the IDS fails, are armed guards posted 24 hours each day to maintain constant unobstructed observance of the structures, prevent unauthorized access to the storage structures, prevent unauthorized access to the storage structures, and make known any unauthorized access to the storage structures? (AR 190-11, para 4-2f(1))</p> <p>3. Is the IDS control-unit door key (maintenance key) kept from other operational IDS keys, and is access permitted only to authorized maintenance personnel? (AR 190-11, para 3-8a)</p> <p>4. Do personnel closing the protected area (arms room), ensure that the control unit is changed from "Access" to "Secure" before departing the arms-room area? (USAREUR Reg 190-13, para 6-22)</p> <p>5. Are procedures in effect at the monitoring station to verify the identity of personnel before opening and closing a facility protected by IDS? (AR 190-13, para 6-22)</p> <p>6. Is a response-force identified and capable of responding to an alarm within 15 minutes or less? (AR 190-11, para 3-6a)</p> <p>7. Is a DA Form 5513-R maintained for issuing and receiving IDS keys? (AR 190-11, para 3-8)</p> <p>8. Do arms-room personnel have a list of personnel authorized by the DEH and verified by the ASG or BSB security officer to perform maintenance, repair, and testing of IDS? (USAREUR Reg 190-13, para 6-29b)</p> <p style="text-align: center;">SECURITY SCREENING PROGRAM</p> <p>1. Has the command conducted a security screening program for all personnel who are assigned duties that involve responsibility for control, accountability,</p> <p>2. Are security screening checks recorded on DA Form 7281-R? Are DA Forms 7281-R kept in unit files until the individual departs or is relieved of his or her AA&E-oriented duties? (AR 190-11, para 2-11a)</p>					

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ITEM		GO	NG	NA
<p>3. Have Government employees (civilian or military) who operate a vehicle or provide security to a vehicle transporting category I, category II, or classified AA&E been the subject of a favorite NAC, ENAC, or foreign-national screening? (AR 190-11, para 2-11a(1); USAREUR Reg 604-1)</p> <p>4. Have personnel authorized unaccompanied access to category I and II AA&E been subject to security-screening program? Did security screening include personal interviews by the individual's commander, medical files check, personnel records check, and PM files check? (AR 190-11, para 2-116c)</p> <p>5. Are security-screening checks updated every 3 years? (AR 190-11, para 2-11e)</p> <p style="text-align: center;">USE AND CONTROL OF PROTECTIVE SEALS</p> <p>1. Are primary and alternative seal custodians appointed in writing and do they maintain a hard cover logbook that shows seal serial numbers; dates issued; names of recipients; using offices, units, or activities; identification of items which applied, dates and times applied; locations of items? (AR 190-51, para D-2, D-10c)</p> <p>2. Are all seals not issued for actual use secured in a locked metal container with controlled access by the primary and alternate custodians, and is a recorded monthly inventory conducted? (AR 190-51, para D-10b(6))</p> <p>3. Have procedures been established for checking seals and identifying actions to be taken on finding a broken seal? (AR 190-51, para D10f)</p> <p>4. Are used seals defaced to prevent unauthorized reuse? Are seals properly disposed of? (AR 190-51, para D-10f)</p> <p style="text-align: center;">ACCOUNTABILITY OF POF, AMMUNITION, AND OTHER WEAPONS</p> <p>1. Are all service members (E4 and below) POFs stored in the arms room? (AR 190-6, para 12b)</p> <p>2. Are POFs, ammunition, and weapons stored in unit arms rooms tagged with the name, grade, SSN, and DEROS of the owner; make, caliber, and serial number of the registration? (AR USAREUR Reg 190-6, para 6-22)</p> <p>3. Is USAREUR Regulation 190-6 posted on the unit bulletin board? (AR 190-11, para 4-5a(3))</p> <p>4. Are POFs, ammunition, and other weapons secured in the arms room stored separate from military AA&E and protected by the same security measures (incl inventory and accountability) that are required for Government arms and ammunition? (AR 190-11, para 4-5a; USAREUR Reg 190-6, para 13)</p>				

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ITEM				GO
NG				NA
<p>ACCOUNTABILITY OF POF, AMMUNITION, AND OTHER WEAPONS (CONT.)</p> <p>5. Do personnel desiring to use their POF obtain written permission from their commander and sign the weapon out using the same sign-in procedures as those required for Government weapons? (USAREUR Reg 190-6, para 14b(1))</p> <p>6. Are POFs carried on field training exercises by anyone? (USAREUR Reg 190-6, para 15)</p> <p>7. Are prohibited items stored in the arms room? (AR 190-6, glossary, sec II)</p> <p>MISCELLANEOUS</p> <p>1. Has a written SOP been established for the activity, approved through command channels, and maintained on file? (AR 190-11, para 1-12a)</p> <p>2. Has the arms room SOP been updated within the last 12 months and reviewed by the PMO Physical Security Office? (AR 190-11, para 1-12a)</p> <p>3. If the facility is a consolidated arms room, have procedures been established in a written LOA to assign responsibility for access, issue, receipt, and physical accountability for all items? Does the LOA identify the unit that has responsibility for overall security of the facility? (AR 190-11, para 4-4)</p> <p>4. If ammunition is stored in the arms room, is it consistent with operational requirements, authorized in writing by the unit commander, and inventoried by lot -number during the monthly serial-number inventories? (AR 190-11, para 5-5c(1)(a); DA Pam 710-2-1, para 9-11b(3))</p> <p>5. Is the ammunition authorized for storage in the arms room, stored in separate containers from weapons, and secured in banded crates or metal containers equivalent to standard-issue metal wall-lockers? (AR 190-11, para 5-8c(2))</p> <p>6. Are monthly serial-number weapon inventories being conducted by an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer, and not by the same person in consecutive months? (AR 10-2, para 2-12; DA Pam 710-2-1, para 9-11b(3))</p> <p>7. During monthly arms-room serial-number and sensitive-item inventories, is loose ammunition that is not banded and in sealed containers counted and annotated on the inventory sheet showing total rounds on hand by type? (DA Pam 710-2-1, para 9-11b(3))</p> <p>NOTE: Ammunition in banded or sealed containers must be counted by containers and inspected to ensure bands and seals are intact.</p> <p>8. Are monthly arms-room records maintained for at least 2 years if no discrepancies were found and 4 years if discrepancies were found? (AR 190-11, para 6-2b(2)(b)(1) & DA Pam 710-2-1, para 9-11b(4))</p>				

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ITEM		GO	NG	NA
<p>9. Are tools (such as hammers, bolt-cutters, chisels), that could be used to assist unauthorized persons gain access to arms-storage facilities readily accessible to intruders? (AR 190-11, para 4-18a)</p> <p>10. Is the most recent physical-security inspection report maintained on file in the unit? (AR 190-13, para 2-12)</p> <p>11. Have deficiencies (findings) noted on inspection reports been corrected, and has action been taken reported to the PM office by RBI? (AR190-11, para 2-12)</p> <p>12. Are category-11 AA&E storage facilities checked by a security patrol on an irregular basic (not exceeding 8 hours) after duty hours? Are these checks recorded on SF 702, and maintained on file for 90 days? (AR190-11, para 4-2f(2)(a))</p> <p>13. Has the commander provided written approval for storage of high-value items (such as night vision devices, compasses, field glasses) in the arms room? (AR190-11, para 4-18)</p> <p>14. Has a "two-person rule" been established for access to category 1 missile-and rocket storage facilities? (AR190-11, para 5-9c)</p> <p>15. Are insert and expended launcher tubes, inert mines, inert rocket-launcher training devices, and practice rockets secured as category-IV AA&E?</p> <p>16. Has the unit armor signed for all property in the arms room? (AR710-2, para 2-10)</p> <p>17. Is a physical count of weapons and ammunition conducted each time the responsibility of the arms room keys are transferred between authorized individuals? (AR 710-2, table 2-1g & DA Pam 710-2-1, para 9-11a)</p> <p>18. Is this physical count of weapons and ammunition recorded on a DA Form 2062, and signed for by the person receiving the keys? (DA Pam 710-2-1, para 9-11a)</p> <p>19. Are records of the change of custody inventory maintained until the next monthly serial number weapons inventory is conducted? (DA Pam 710-2-1, para 9-11a)</p> <p>20. Does the record of the monthly serial number inventory indicate those weapons that were issued and/or turned in for maintenance? (DA Pam 710-2-1, para 9-11b(4))</p> <p>21. If a weapon has been turned in for maintenance, is there a DA Form 5504 on file to account for the weapon? (DA Pam 710-2-1, para 9-11b(2))</p> <p>22. Has each soldier been issued a DA Form 3749 (Equipment Receipt) for their assigned weapon? (DA Pam 710-2-1, para 5-5a)</p> <p>23. Are weapons issued and returned on a AE Form 190-13I? (UR 190-13, para 5-9a)</p>				

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24. Are the AE Form 190-13I maintained on file until the next monthly inventory is conducted? (DA Pam 710-2-1, para 5-5d(5))				
25. Does the unit armorer keep a Master Authorization List (MAL) to make sure there is no unauthorized issue of weapons? (DA Pam 710-2-1, para 5-5d(1))				
26. Does the MAL contain the name, unit and equipment receipt number assigned to the weapon? (DA Pam 710-2-1, para 5-5d(1))				
27. Is only the minimum amount of ammunition needed for normal operations stored in the arms room? (AR 190-11, para 5-8c(1)(a))				

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FUNCTIONAL AREA/SUBORDINATE AREA: UNIT MOTORPOOL AND GOVERNMENT PROPERTY SECURITY CHECKLIST		CHECKLIST EFF DATE: 1 May 2002		PAGE 1 OF 2
INSPECTION OFFICE/AGENCY		INSPECTOR'S NAME & PHONE NUMBER		
ITEM		GO	NG	NA
UNIT MOTORPOOL AND GOVERNMENT PROPERTY SECURITY CHECKLIST 1. Has a risk analysis been conducted on the facility to determine the level of physical-security measures and procedures required? (AR190-51, chap 2) 2. When Army vehicles are not in use, are they parked in a motorpool protected by a perimeter fence or dedicated guards? (AR190-51, para 3-1d) 3. Is the fence around the motorpool constructed according to guidance in FM19-30; Army Corps of Engineers Drawing No. 40-16-08, type FE-5; or NATO-standard design? (AR190-51, para 3-1d) 4. Is the perimeter fence adequately repaired? (AR190-51, para 3-1d; FM 19-30, chap 5) 5. Is the perimeter-fence clear zone adequately maintained to prevent unobserved detection of intruders? (AR190-51, para 3-1d; FM 19-30, para 5-12; AR 420-70) 6. Is the motorpool checked at least once every 4 hours for tampering, sabotage, loss, or damage (AR190-51, para 3-5f(1)(a)) 7. Do commercial vehicles have activated manufacturer-installed door-and ignition-locking devices? (AR190-51, para 3-5e(1)(a)) 8. Are tactical vehicles and other Army vehicles secured with a chain and padlock that immobilize the steering wheel to prevent the vehicle from being driven? Are hoods, spare tires, and fuel tanks secured if the local environment warrants? (AR190-51, para 3-5e(1)(b),(c)) 9. Do material-handling equipment(for example, forklifts) have their steering mechanisms immobilized or transmission lever locked in the neutral position? (AR190-51, para 3-5e(1)(d)) 10. Are inoperable, unserviceable vehicles protected from cannibalization? (AR190-51, paras 3-5e(2)(d)) 11. Are accessible and easily removable components that are vulnerable to theft because of value or utility removed from vehicles and secured separately? Are components secured in storage structures, locked totally enclosed armed vehicles or truck van, or locked equipment box or similar container secured directly to the vehicle by a locally fabricated method? (AR190-51, para3-5e(3)) 12. Are primary and alternate key-and-lock custodians appointed in writing to ensure the proper custody and handling of keys and locks? (AR190-51, para3-5e(5)) 13. Are POVs prohibited from motorpools? The installation commander may authorize POV storage in motorpools during unit deployment exercises. (AR190-51, para 3-5f(1)(c)) 14. Are items that can be used to defeat security measures (such as bolt-cutters, hacksaws, axes, steel bars, or rods) secured when not in use? (AR190-51, para 3-5e(6))				

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FUNCTIONAL AREA/SUBORDINATE AREA: UNIT MOTORPOOL AND GOVERNMENT PROPERTY SECURITY CHECKLIST (CONT)		CHECKLIST EFF DATE: 1 May 2002	PAGE 2 OF 2	
INSPECTION OFFICE/AGENCY		INSPECTOR'S NAME & PHONE NUMBER		
ITEM		GO	NG	NA
15. Do level-II motorpools have both entries and exits controlled? Control may be locked gates. (AR190-51 para 3-5g(2)(c))				
16. Are vehicles in level-II or III motorpools parked at least 20 feet from the perimeter of the parking area, or as far from the perimeter as possible? (AR190-51, para 3-5g(2)(c))				
17. Are vehicles particularly vulnerable to theft, misappropriation, or damage in level-II motorpools segregated to where guards or unit personnel can readily see them? (AR190-51, para 3-5f(2)(c))				
18. Are level-II motorpools checked at least once every 2 hours for tampering, sabotage, loss, or damage? (AR190-51, para 3-5f(2)(d))				
19. Are level-III motorpools marked as "Restricted Areas"? (AR190-51, para 3-5f(3)(b))				
20. Are level-III motorpools under continuous surveillance by guards, if not protected by IDS? (AR 190-51, para 3-5f (3)e)				
21. Are vehicles with missiles or rockets in ready-to-fire configuration provided with constant armed-guard protection? (AR190-51, para 5-8c(4))				
22. Has the unit commander or a designated representative provided written authorization before vehicles in level-III motorpools are dispatched? (AR190-51, para 3-5f(3)(d))				
23. Are drivers checked for possession of a valid dispatch and operators permit before they depart a level-III motorpool? (AR190-51, para 3-5f(3)(d))				
24. Do POL tank-trucks that contain fuel and not under surveillance by the operator or guard have locked hatch covers, locked manifold-access doors, and manifold valve, secured with a seal (if manifold-access door cannot be locked)? (AR190-51, para 3-14a)				
25. Is packaged POL secured in an adequate storage area? (AR190-51, para 3-13b(1)(c))				
26. Are POL credit cards, identification plates, and aviation fuel plates controlled? (AR190-51 para 3-13c(1)(c))				
27. Are POL pumps not activated by credit-card-type device locked and electronic power turned off when not under constant surveillance?				
28. Are serviceable used and new repair parts secured in an adequate single-storage area that is accessible only to maintenance or supply personnel? (AR190-51, paras 3-11f(3), 3-12)				
29. Are nonportable repair parts secured inside a building or protected by a perimeter barrier? (AR190-51, para 3-11c(2))				
30. Are tools and kits secured with a padlock and with other tools stored in a secured location when not in use? (AR190-51, para 3-22b, c)				

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UNIT KEY AND LOCK CONTROL (CONT)		1 May 2002	9 OF 9		
INSPECTION OFFICE/AGENCY		INSPECTOR'S NAME & PHONE NUMBER			
ITEM			GO	NG NA	
<p align="center">UNIT KEY & LOCK CONTROL CHECKLIST</p> <p>1. Are primary and alternate key-and-lock custodians appointed in writing to ensure the proper custody and handling of all keys and locks? (AR190-51, paras 1-4e(6), D-2a)</p> <p>2. Does the key-and-lock custodian maintain a control register (DA Form 5513-R) to ensure continuous accountability for keys of locks used to secure Government property? (AR190-51, para1-4e(6), D-2c,D-3)</p> <p>3. Are keys providing access to Government property that are not in use or not attended stored in a container (not containing classified material) or depository made of at least 26-gauge steel, equipped with a tumbler-type locking device, and permanently affixed to a well or equivalent barrier? (AR190-51, paras 1-4e(6), D-4a)</p> <p>4. Is there an access roster maintained in the key depository listing those authorized to issue and receive keys? (AR 190-51, paras 1-4(6), D-3)</p> <p>5. Is the key to the depository secured when not in use?</p> <p>6. Are master-key systems or multi-key systems used? NOTE: This is prohibited except where noted in AR 190-51. (AR 190-51, paras 1-4e(6), D-5)</p> <p>7. Have padlocks and keys that did not have a serial number been given one? (AR 190-51, paras 1-4e(6), D-6)</p> <p>8. Are inventories of keys and locks conducted twice a year, and are the results documented and retained until the next inventory is conducted?</p> <p>NOTE: The inventories can be documented on DA Form 5513-R.</p> <p>9. In the event of lost, misplaced, or stolen keys, was an inquiry initiated immediately? NOTE: Replacement or reserve locks, cores, and keys will be secured immediately to preclude access controlled to the container? (AR 190-51, paras 1-4e(6),D-3, D-6c)</p> <p>10. Are padlocks and keys not in use secured in a locked container that does not contain classified material, and is access controlled to the container? (AR 190-51, paras 1-4e(6), D-5)</p> <p>11. Are keys for arms rooms and basic-load storage areas kept separate from other keys? (AR 190-11, para 3-8a)</p>					

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INSPECTION OFFICE/AGENCY		INSPECTOR'S NAME & PHONE NUMBER				
ITEM				GO	NG	NA
<p>A. Supporting Documentation.</p> <p>1. Does the section have established and documented Field Standard Operating Procedures?</p> <p>2. Does the Section have a Mission Essential Task List and critical wartime mission tasks and individual soldier tasks that support it (Pages 2-9 thru 2-15 and 2-17 thru 2-20, FM 25-101)?</p> <p>3. Have all of the section/unit All Source Analysis System/Remote Work Station operators been identified?</p> <p>A. Training Execution.</p> <p>1. Has the section deployed to an exercise environment in the last year to conduct interoperability training with intelligence assets outside of the unit (UR 350-1, 17 Nov 00, para 3-1-3-2)?</p> <p>2. Has the section deployed to an exercise environment in the last year to establish coordination to use and exercise procedures to request and pull intelligence products from higher headquarters assets (UR 350-1, 17 Nov 00, para 3-1-3-2)?</p> <p>3. Has the section developed a training strategy based on MI doctrine, tactics, techniques, and procedures (TTPs), and ARTEP/MTPs and/or MICATS? (UR 350-1, 17 Nov 00, para 7-2a)</p> <p>4. In the last year, has the section/unit conducted documented information security training on handling and safeguarding classified information for all personnel having continued access to classified information (UR 350-1, 17 Nov 00, appen E-2; AR 380-5)?</p> <p>5. In the last year, has the unit conducted documented Subversion and Espionage Directed Against the U.S. Army (SAEDA) training emphasizing approaches by hostile intelligence personnel, attempts by unauthorized personnel to get information and attempts by coworkers to gain information/material for which they do not have a need-to-know (UR 350-1, 17 Nov 00, appen E-2; AR 381-12)?</p>						

GENERAL PURPOSE CHECKLIST		DATE OF INSPECTION			
FUNCTIONAL AREA/SUBORDINATE AREA:		CHECKLIST EFF DATE:	PAGE		
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ITEM			GO	NG	NA
<p>6. In the last year, has the unit conducted documented terrorism awareness training (may be combined with Level I Anti-Terrorism/Force Protection Training) (UR 350-1, 17 Nov 00, appen E-2, UR 525-13)?</p> <p>7. Does the section/unit maintain a foreign travel briefing program for personnel traveling to select locations (UR 350-1, 17 Nov 00, appen E-2; AR 380-5, para 9-8)?</p> <p>8. Have all section RWS/ASAS operators attended or been scheduled to attend RWS/ASAS training?</p> <p>9. Has the section integrated refresher/maintenance RWS/ASAS training into unit training schedules?</p> <p>10. Is Sergeants' Time Training (STT) for low density MOSs (Military Intelligence) being conducted Thursday from 0700-1200 (unless the day or time is temporarily changed by the first Colonel in the chain of command due to unique circumstances in the unit) (UR 350-1, 17 Nov 00, para 5-9c and 9-6)?</p> <p>11. Does STT consist of continuous, uninterrupted training conducted primarily by NCOs at the first-line leader level for all section personnel, to include borrowed military manpower and special duty personnel (UR 350-1, 17 Nov 00, para 9-6)?</p>					